

# Creating a Travel Encumbrance in Banner



## Creating a Travel Encumbrance in Banner

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## Table of Contents

|  |           |
|--|-----------|
| <b>Introduction:</b> .....                                     | <b>1</b>  |
| <b>About this Document</b> .....                               | <b>1</b>  |
| <b>Confidentiality of Data</b> .....                           | <b>1</b>  |
| <b>Section I: FOAPAL</b> .....                                 | <b>2</b>  |
| <b>What is FOAPAL?</b> .....                                   | <b>2</b>  |
| <b>Section II: Travel Encumbrances</b> .....                   | <b>3</b>  |
| <b>FGAENCB – the Travel Encumbrance Form</b> .....             | <b>3</b>  |
| <b>Creating a New Travel Encumbrance</b> .....                 | <b>4</b>  |
| Key Block .....  | 4         |
| Encumbrance Header Block.....                                  | 5         |
| Transaction Detail Block.....                                  | 8         |
| Completion Block .....   | 10        |
| <b>Checking the Status of a Travel Encumbrance</b> .....       | <b>12</b> |
| <b>Appendix A – Accounts for Chart of Accounts</b> .....       | <b>14</b> |
| <b>Appendix B – Banner Navigation Keyboard Shortcuts</b> ..... | <b>16</b> |
| <b>Appendix C: Tips and Tricks</b> .....                       | <b>18</b> |
| Entering Information:.....                                     | 18        |
| Navigation.....  | 18        |
| Queries .....  | 19        |
| Logging Out .....  | 19        |
| Miscellaneous.....   | 19        |

### Introduction:

#### About this Document

This reference manual is a user's guide to:

- explaining **FOAPAL**
- creating **Travel Encumbrances**
- tracking the **Requisition Approval Process**

It also contains in the appendices:

- **Common Travel Account Codes**
- **FOAPAL Information**
- **Basic Navigation Reminders**
- **Banner Tips and Tricks.**

#### Confidentiality of Data

Banner is used to access data stored in the **Salt Lake Community College (SLCC)** administrative database. Some of that data is protected by privacy laws. Data should only be accessed within the parameters of job requirements. Upon logging in to Banner, an individual's username sets data access restrictions. However, confidentiality of data should always be paramount in the mind of Banner users. In addition, federal law dictates what student data can be released to outside entities. **FERPA** (Family Educational Rights and Privacy Act) is a federal law that establishes student information privacy: what can be legally released, and under what conditions. Banner users should be very familiar with what and when data may be released. For further information about FERPA contact the SLCC Registrar Office, 957-4799.

## Section I: FOAPAL

### What is FOAPAL?

**FOAPAL** is a hierarchical representation of **SLCC** through a **Chart of Accounts (COA)**. It is an acronym for **Fund, Organization, Account, Program, Activity**, and **Location**. Sometimes, FOAPAL is abbreviated as FOAP. The following table contains the definition of each part of FOAPAL:

|                           |   |
|---------------------------|---|
| <b>Fund Code:</b>         | A 5-character code that identifies a self-balancing set of accounts. It identifies ownership and the funding source.                      |
| <b>Organization Code:</b> | A 6-character code that identifies a unit of budgetary responsibility. It is designed to reflect SLCC's current organization structure.   |
| <b>Account Code:</b>      | A 5-character code that identifies object, such as assets, liabilities, fund balance, revenues, expenditures, transfers.                  |
| <b>Program Code:</b>      | A 1-4 character code that identifies function, such as instruction, research, or institutional administration.                            |
| <b>Activity Code:</b>     | A 2-character code that can be used to further define object of expenditure, such as expenditures in satellite offices. This is optional. |
| <b>Location Code:</b>     | A 6-character code that identifies physical locations of fixed assets.  |

To reduce the number and complexity of **FOAPAL** codes, an indexing system is used. Each **Index** is a five-character code which represents a default fund code, organization code, and program code. The Account code must still be supplied. So:

**Fund** code + **Organization** code + **Program** code + **Account** code = Complete Accounting

**Index** code = **Fund** code + **Organization** code + **Program** code

Becomes:

**Index** code + **Account** code = Complete Accounting

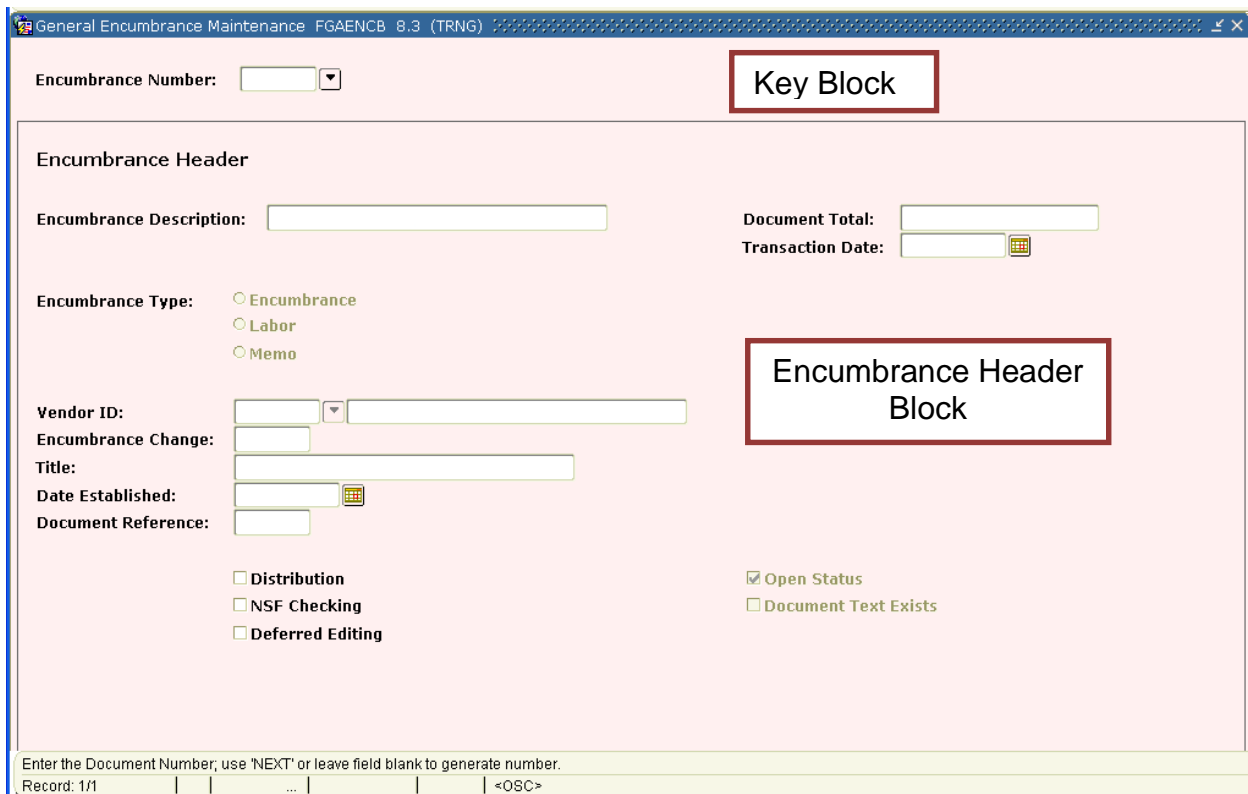
## Section II: Travel Encumbrances

### FGAENCB – the Travel Encumbrance Form

Travel requests are done through **Encumbrances**, not requisitions. The form used to create a **Travel Encumbrance** is **FGAENCB**. This form consists of 4 blocks:

- The **Key** block
- The **Encumbrance Header** block
- The **Transaction Detail** block
- The **Completion** block

Each is accessed by using the **Next Block** function.

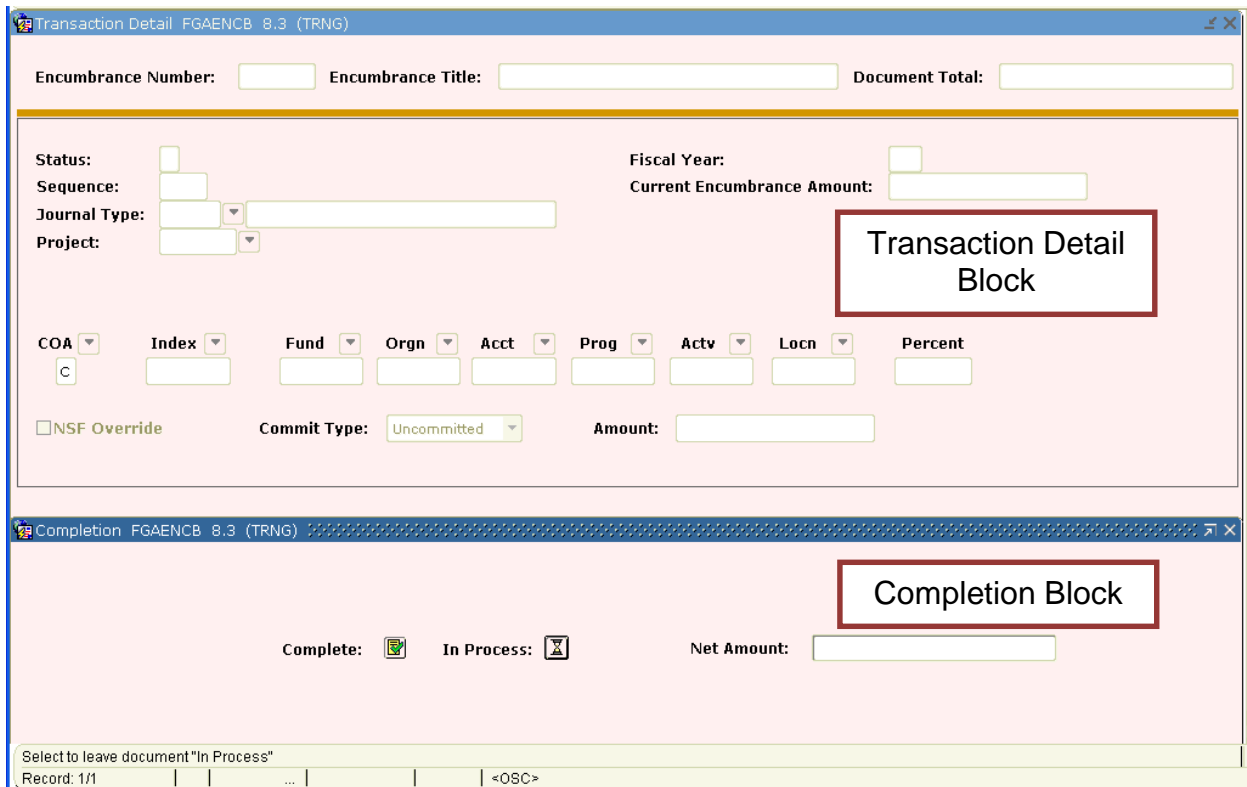


The screenshot shows the 'General Encumbrance Maintenance FGAENCB 8.3 (TRNG)' window. The 'Key Block' is highlighted with a red box and contains the 'Encumbrance Number' field. The 'Encumbrance Header Block' is also highlighted with a red box and contains the following fields and options:

- Encumbrance Header**
  - Encumbrance Description: [Text Field]
  - Document Total: [Text Field]
  - Transaction Date: [Text Field] [Calendar Icon]
  - Encumbrance Type:
    - ☐ Encumbrance
    - ☐ Labor
    - ☐ Memo
  - Vendor ID: [Text Field] [Dropdown]
  - Encumbrance Change: [Text Field]
  - Title: [Text Field]
  - Date Established: [Text Field] [Calendar Icon]
  - Document Reference: [Text Field]
  - ☐ Distribution
  - ☐ NSF Checking
  - ☐ Deferred Editing
  - ☒ Open Status
  - ☐ Document Text Exists

At the bottom, there is a status bar with the text: 'Enter the Document Number; use 'NEXT' or leave field blank to generate number.' and a record indicator 'Record: 1/1'.

## Creating a Travel Encumbrance in Banner



**Transaction Detail Block**

Encumbrance Number:  Encumbrance Title:  Document Total:

Status:  Fiscal Year:   
 Sequence:  Current Encumbrance Amount:   
 Journal Type:  Project:   
 COA:  Index:  Fund:  Orgn:  Acct:  Prog:  Actv:  Locn:  Percent:   
☐ NSF Override Commit Type:  Amount:

**Completion Block**

Complete: ☐ In Process: ☐ Net Amount:

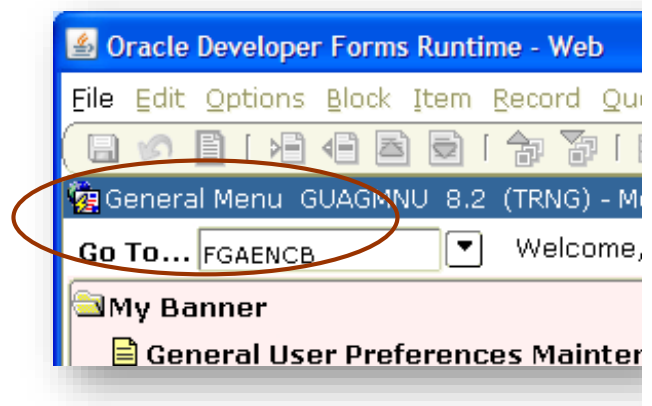
Select to leave document "In Process"  
 Record: 1/1 | ... | <OSC>

## Creating a New Travel Encumbrance

To create a new **Travel Encumbrance** do the following:

### Key Block

From **GUAGMNU**, **General Menu**, enter **FGAENCB** in the **Go To ...** field and press **Enter** on the keyboard.



## Creating a Travel Encumbrance in Banner

The form opens with the **Cursor** in the **Encumbrance Number** field of the **Key Block**.

Leave this field blank and click the **Next Block** button

**Note:** If opening an **existing Encumbrance**, enter the **Encumbrance Number** and click **Next Block**.

## Encumbrance Header Block

In the **Encumbrance Title** field, enter the traveler's **First Initial** and **Last Name** (followed by a space) **Destination City** (space) **Dates of Travel**.

**Note:** This field is limited to **35 characters/spaces**. **Do Not Use commas, #** (number sign), **%** (percent sign), or **\*** (asterisk).

Press **Tab** when finished.

The **cursor** moves to the **Document Total** field. Enter the **estimated expense** for the trip. **Do not** include **airfare**.

The following table should be used to calculate estimated expenses:

## Table for Estimated Travel Expenses:

|                                    |               |
|------------------------------------|---------------|
| In-state travel:                   | \$100 per day |
| Out-of-state Travel                | \$200 per day |
| Out-of state travel w/ rental car: | \$240 per day |

Add registration fee unless pre-paid using a Purchase Card

Do not include the cost of airfare



## Creating a Travel Encumbrance in Banner

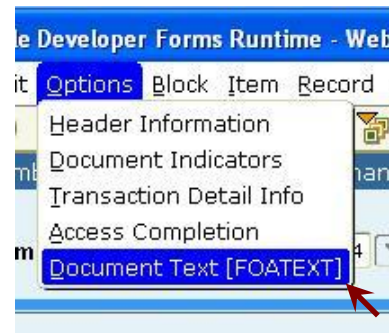
Use **Document Text** to enter more information regarding the travel. See example below of what might be added.

To enter **Document Text**, do the following:

On the **Menu Bar**, click **Options**.

From the **Menu Option** list select **Document Text**.

The **Document Text** form **FOATEXT** opens.



Enter **travel information** in the **Text** fields. Examples of text entries shown here.

**Note:** See [Entering Document or Item Text](#) for specific instructions on entering text.

Click **Exit** to return to the **Encumbrance** form. Press **Tab**.

| Text   |
|--|
| Airfare thru State Travel Office \$300 by Beth |
| on 1/17/2007                                   |
| or   |
| Registration paid by credit card for \$800     |
| or   |
| Pay registration of \$800 to WACUBO            |
| registration form sent to Business Office      |
| or   |
| Travel advance needed for traveler             |

The **cursor** moves to the **Transaction Date** field.

**Note:** By default, the **current date** fills the **Transaction Date** field. If the Encumbrance is not completed on the current date, use the **Calendar** button or enter a new **Transaction Date** which should be the date the **Encumbrance** is completed.

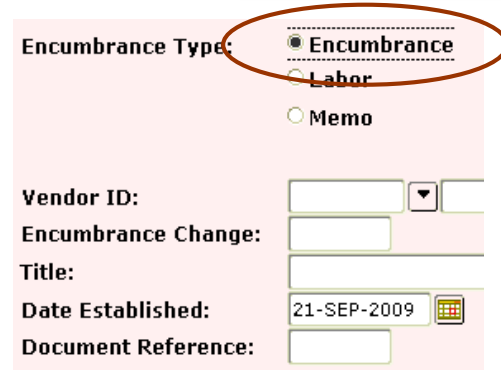
Press **Tab**.

|                          |   |
|--------------------------|---|
| <b>Document Total:</b>   | 1,500.00  |
| <b>Transaction Date:</b> | 21-SEP-2009  |

## Creating a Travel Encumbrance in Banner

The **cursor** moves to the **Encumbrance** radio button and the **Date Established** field is populated with the **Transaction Date**.

Leave the radio button **on** for **Encumbrance**. Press **Tab**.



Encumbrance Type: ☒ Encumbrance  
☐ Labor  
☐ Memo

Vendor ID:

Encumbrance Change:

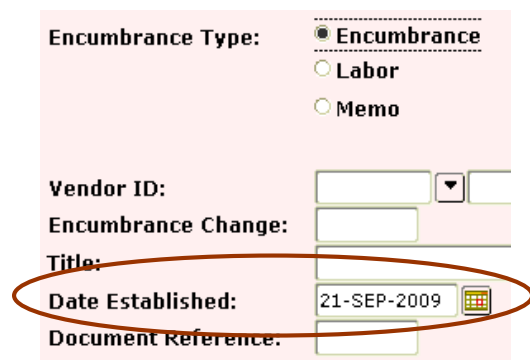
Title:

Date Established: 21-SEP-2009

Document Reference:

The **cursor** moves to the first **Vendor ID** field. The **Vendor ID** fields, the **Encumbrance Change** field, and the **Title** field are not used. The date in the **Date Established** field is the same as the **Transaction Date**. Do not change this date.

Press **Tab**.



Encumbrance Type: ☒ Encumbrance  
☐ Labor  
☐ Memo

Vendor ID:

Encumbrance Change:

Title:

Date Established: 21-SEP-2009

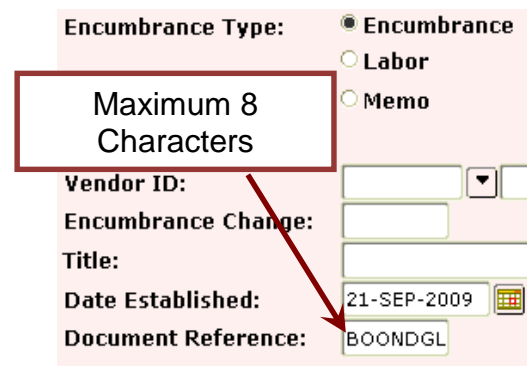
Document Reference:

The **cursor** moves to the **Document Reference** field.

**Departments** may use this field for **internal use**. For example, enter a conference name (max. 8 characters) to track conference attendees.

If not used, leave the field blank.

Click **Next Block** to move to the **Transaction Detail** Block.



Encumbrance Type: ☒ Encumbrance  
☐ Labor  
☐ Memo

Vendor ID:

Encumbrance Change:

Title:

Date Established: 21-SEP-2009

Document Reference: BOONDGL

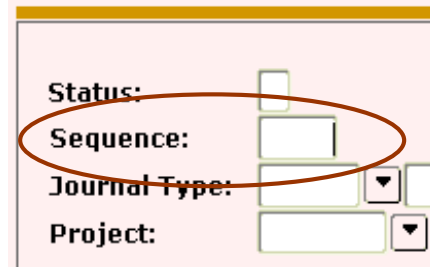
## Creating a Travel Encumbrance in Banner

### Transaction Detail Block

The **Transaction Detail** block opens with the cursor in the **Sequence** field.

**Note:** The **Key** block now contains the **Encumbrance Number** and **Document Total** information.

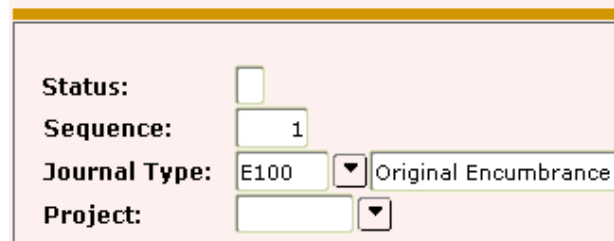
Press **Tab**.



**Banner** assigns the next **Sequence Number** which displays in the **Sequence** field. The **cursor** moves to the **Journal Type** field.

Enter **E100** in the first field. **Banner** inserts **Original Encumbrance** in the second field and the **cursor** moves to the **Project** field.

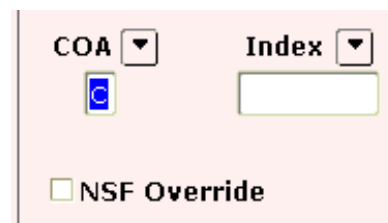
Leave this field **blank** and press **Tab**.



The **cursor** moves to the **COA** field, the first field of the **FOAPAL** record.

Enter **C** if it is not already displayed.

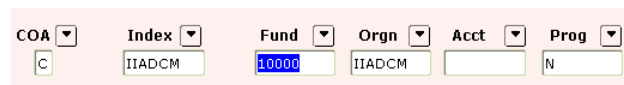
Press **Tab**



The **cursor** moves to the **Index** field.

Enter the **Index Code**. The **Fund**, **Orgn** (Organization), and **Prog** (Program) fields will populate.

Press **Tab** twice.



## Creating a Travel Encumbrance in Banner

The **cursor** moves to the **Acct** (Account) field.

Enter the **Account Code** for the type of trip. If the **Account Code** is unknown, use the **Search** button or look in **Appendix A, [Account Codes](#)**.

Press **Tab** 4 times.

The cursor moves to the **Percent** field.

If the entire travel expense is funded by **one FOAP**, enter **100** and press **Tab** 3 times.

If funding is from **more than one FOAP**, use the **Percentage** field to allocate by **percentage**.

or

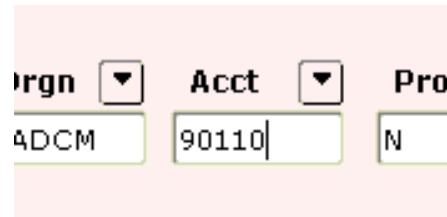
**Tab** to the **Amount** field and enter a **specific dollar** amount for each **FOAP**.

If using one **FOAP** or **100 Percent**, the cursor is now in the **Amount** field.

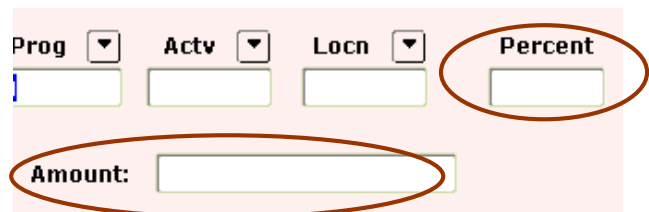
This field displays the amount for the **displayed FOAP**. In this case it should **equal the Document Total**

Click the **Next Block** button.

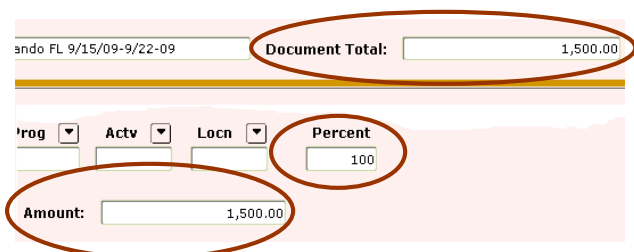
**Note:** Check the **Status Line** at the bottom of the form. If there is **Insufficient Budget**, a message will display here and **Suspend the Transaction**. **STOP, do not continue!** Call the **Budget Office** to request a budget transfer.



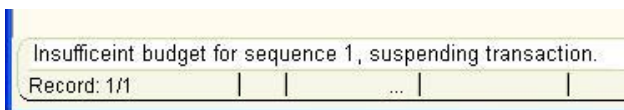
orgn ▼ Acct ▼ Pro  
ADCM 90110 N



Prog ▼ Actv ▼ Locn ▼ Percent  
[ ] [ ] [ ] [ ]  
Amount: [ ]



ando FL 9/15/09-9/22-09 Document Total: 1,500.00  
Prog ▼ Actv ▼ Locn ▼ Percent  
[ ] [ ] [ ] [ ]  
Amount: 1,500.00

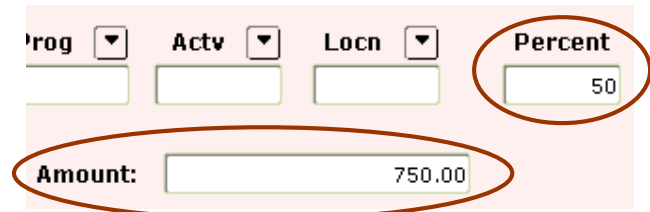


Insufficeint budget for sequence 1, suspending transaction.  
Record: 1/1

## Creating a Travel Encumbrance in Banner

If using more than one **FOAP**, the **Amount** field displays the **amount expended** to the **displayed FOAP**. For example, **50 percent**.

To enter another **FOAP**, click the **Next Record** button.



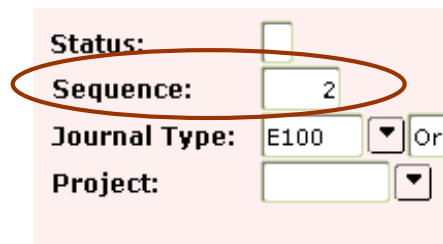
A blank **FOAP** record opens.

Enter the next **FOAP** information in the **blank record**.

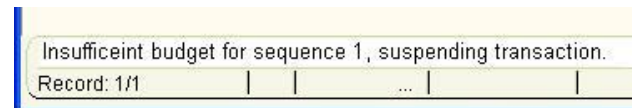
Continue until all **FOAPs** are entered.

**Note:** The **Sequence** field number advances one for each **FOAP** record.

Click the **Next Block** button.

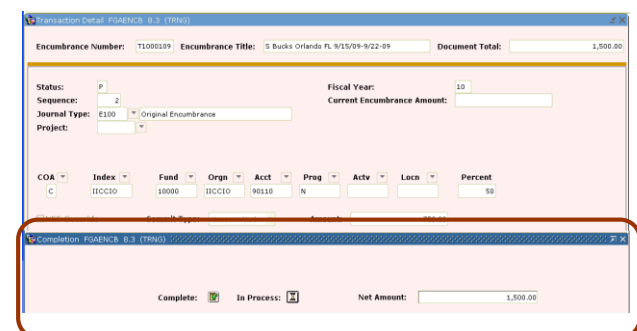


**Note:** Check the **Status Line** at the bottom of the form. If there is **Insufficient Budget**, a message will display here and **Suspend the Transaction**. **STOP, do not continue!** Call the budget office to request a budget transfer.



## Completion Block

The **Completion** block opens at the bottom of the **Transaction Detail** block.




## Creating a Travel Encumbrance in Banner

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The **Net Amount** field displays the total amount of the **FOAPs**.

Net Amount:

Click the **In Process** button to complete this **Encumbrance** later.

In Process: 

Click the **Complete** button to finish the **Encumbrance** and submit to the system for processing.

Complete: 

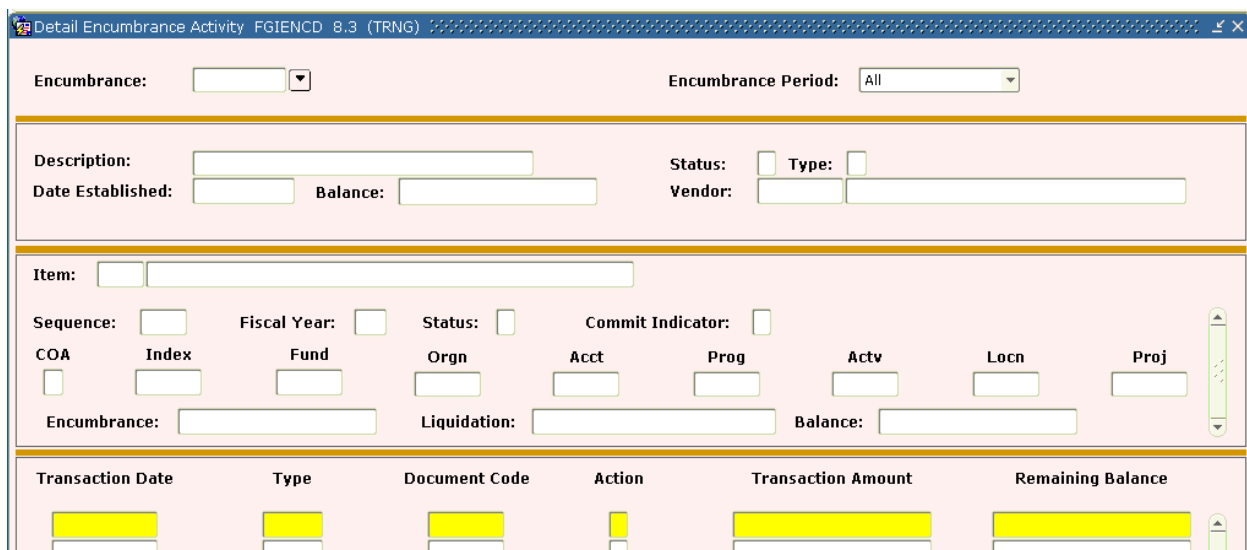
## Creating a Travel Encumbrance in Banner

### Checking the Status of a Travel Encumbrance

There are **3 ways** to check the status of a **Travel Encumbrance**:

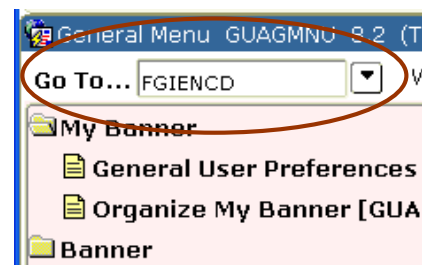
1. Determine if an Encumbrance is **completed**.
2. Determine if an Encumbrance is **completed but not approved**.
3. Determine if an Encumbrance is **approved**.

Two forms are used to check the status: **FGAENCB**, which was just explained, and **FGIENCD, Detail Encumbrance Activity**. See form **FGIENCD** below.



To check the **status** of a **Travel Encumbrance** do the following:

From **GUAGMNU, General Menu**, enter **FGIENCD** in the **Go To ...** field and press **Enter** on the keyboard.



Enter the **Encumbrance Number** in the **Encumbrance** field.

**Note:** If the **Encumbrance Number** is unknown, click the **Search** button to run a query.

Click the **Next Block** button.



## Creating a Travel Encumbrance in Banner

If the form fills with data then the **Encumbrance** has been **approved**.

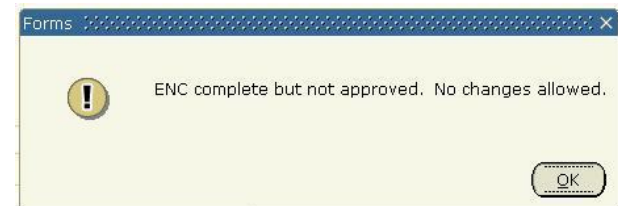
If the form does not fill with data, go to form **FGAENCB**.



On form **FGAENCB**, enter the **Encumbrance Number** and click the **Next Block** button.



If the **Encumbrance** is **completed** but **not approved**, an **Alert Box** with the message **"ENC complete but not approved. No changes allowed."** appears in the form.



Also, a **"...not approved."** message appears in the **Auto Hint** line.



If the **Encumbrance** is not completed no messages will appear and change or completion is allowed.



## Creating a Travel Encumbrance in Banner

### Appendix A – Accounts for Chart of Accounts

Revised March 2008

| Accounts Codes In Numeric Order |  | Accounts Codes In Alphabetic Order |                                       |
|---------------------------------|--|------------------------------------|---------------------------------------|
| Account Number                  | Account Description                      | Account Number                     | Account Description                   |
| <b>TRAVEL</b>                   |  | <b>TRAVEL</b>                      |                                       |
| 90010                           | Staff In-State Dev                       | 90440                              | Ath Recruit-Entertainmt               |
| 90020                           | Faculty In-State Dev                     | 90420                              | Ath Recruit-Lodging                   |
| 90025                           | Budget Center Manager In-State Dev       | 90430                              | Ath Recruit-Meals                     |
| 90030                           | Staff In-State Other                     | 90410                              | Ath Recruit-Travel                    |
| 90040                           | Faculty In-State Other                   | 90350                              | Ath Trav-Athletic Director            |
| 90045                           | Budget Center Manager In-State Other     | 90320                              | Ath Trav-Lodging                      |
| 90050                           | In-State Recruitment                     | 90330                              | Ath Trav-Meals                        |
| 90060                           | Motor pool                               | 90340                              | Ath Trav-Misc                         |
| 90065                           | Student In-State Travel                  | 90310                              | Ath Trav-Transportation               |
| 90110                           | Staff Out-State Dev                      | 90190                              | Budget Cntr Mngr International Dev    |
| 90120                           | Faculty Out-State Dev                    | 90195                              | Budget Cntr Mngr International Other  |
| 90125                           | Budget Center Manager Out-State Dev      | 90025                              | Budget Center Manager In-State Dev    |
| 90130                           | Staff Out-State Other                    | 90045                              | Budget Center Manager In-State Other  |
| 90140                           | Faculty Out-State Other                  | 90125                              | Budget Center Manager Out-State Dev   |
| 90145                           | Budget Center Manager Out-State Other    | 90145                              | Budget Center Manager Out-State Other |
| 90150                           | Out-State Recruitment                    | 90155                              | Cash Advance Flow-Thru                |
| 90155                           | Cash Advance Flow-Thru                   | 90020                              | Faculty In-State Dev                  |
| 90165                           | Student Out-State Travel                 | 90040                              | Faculty In-State Other                |
| 90170                           | Staff International Development          | 90175                              | Faculty International Development     |
| 90175                           | Faculty International Development        | 90185                              | Faculty International Other           |
| 90180                           | Staff International Other                | 90120                              | Faculty Out-State Dev                 |
| 90185                           | Faculty International Other              | 90140                              | Faculty Out-State Other               |
| 90190                           | Budget Cntr. Manager International Dev   | 90050                              | In-State Recruitment                  |
| 90195                           | Budget Cntr. Manager International Other | 90060                              | Motor pool                            |
| 90210                           | Team Trav-Transportation                 | 90150                              | Out-State Recruitment                 |
| 90220                           | Team Trav-Lodging                        | 90010                              | Staff In-State Dev                    |
| 90230                           | Team Trav-Meals                          | 90030                              | Staff In-State Other                  |
| 90240                           | Team Trav-Misc                           | 90170                              | Staff International Development       |
| 90310                           | Ath Trav-Transportation                  | 90180                              | Staff International Other             |
| 90320                           | Ath Trav-Lodging                         | 90110                              | Staff Out-State Dev                   |

## Creating a Travel Encumbrance in Banner

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| Accounts Codes In Numeric Order |                            | Accounts Codes In Alphabetic Order |                          |
|---------------------------------|----------------------------|------------------------------------|--------------------------|
| Account Number                  | Account Description        | Account Number                     | Account Description      |
| 90330                           | Ath Trav-Meals             | 90130                              | Staff Out-State Other    |
| 90340                           | Ath Trav-Misc              | 90065                              | Student In-State Travel  |
| 90350                           | Ath Trav-Athletic Director | 90165                              | Student Out-State Travel |
| 90410                           | Ath Recruit-Travel         | 90220                              | Team Trav-Lodging        |
| 90420                           | Ath Recruit-Lodging        | 90230                              | Team Trav-Meals          |
| 90430                           | Ath Recruit-Meals          | 90240                              | Team Trav-Misc           |
| 90440                           | Ath Recruit-Entertainmt    | 90210                              | Team Trav-Transportation |
|                                 |                            |                                    |                          |

## Appendix B – Banner Navigation Keyboard Shortcuts

| <b>Command</b>             | <b>Keyboard Shortcut</b> | <b>Function</b>   |
|----------------------------|--------------------------|---|
| <b>Rollback</b>            | <b>Shift + F7</b>        | <ul style="list-style-type: none"> <li>• Application Forms – Clears all information except Key Block information.</li> <li>• Validation Forms – Returns the cursor to the first enterable field in the form.</li> <li>• Query Forms - Returns the cursor to the first enterable field in the calling form.</li> </ul> |
| <b>Save</b>                | <b>F10</b>               | Saves all changes to a form, block, or field to the database since the last save.   |
| <b>Exit</b>                | <b>Ctrl + Q</b>          | <ul style="list-style-type: none"> <li>• From any form except General Menu Form (GUAGMNU), exits that form and opens General Menu Form.</li> <li>• When in General menu Form, exits Banner.</li> </ul>  |
| <b>List of Values</b>      | <b>F9</b>                | Displays a list of valid choices for the field.   |
| <b>Navigation Window</b>   | <b>F5</b>                | Displays a Navigation Window in the current form allowing quick access to another form.   |
| <b>Print</b>               | <b>Shift + F8</b>        | Print the current form window.  |
| <b>Search</b>              | <b>Shift + F2</b>        | View Search (Doesn't work on every form).   |
| <b>Run (Execute) Query</b> | <b>F8</b>                | Initiates the search for information based on entered search criteria. Information matching the criteria is then displayed in a set of records.   |
| <b>Enter (Clear) Query</b> | <b>F7</b>                | Establishes or clears a database search.  |
| <b>Next Block</b>          | <b>Ctrl + Page Down</b>  | Moves cursor to next block that has at least one enterable field. If next area is in another window, that window is opened.   |
| <b>Previous Block</b>      | <b>Ctrl + Page Up</b>    | Moves cursor to previous block that has at least one enterable field. If previous area is in another window, that window is opened.   |
| <b>Clear Data in Block</b> | <b>Shift + F5</b>        | Clears all the data in an entire block.   |
| <b>Insert Record</b>       | <b>F6</b>                | Insert a new, blank record in a table   |
| <b>Clear Record</b>        | <b>Shift + F4</b>        | Clears all fields in a record.  |
| <b>Delete Record</b>       | <b>Shift + F6</b>        | Deletes the selected record.  |
| <b>Next Record</b>         | <b>Down Arrow</b>        | Selects next record in a list of records.   |
| <b>Previous Record</b>     | <b>Up Arrow</b>          | Selects the previous record in a list of records.   |

## Creating a Travel Encumbrance in Banner

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|                           |                    |   |
|---------------------------|--------------------|---|
| <b>Select Record</b>      | <b>Shift + F3</b>  | Selects the current record.                                   |
| <b>Record-Scroll Down</b> | <b>Ctrl + L</b>    | Scrolls down through a list of records.                       |
| <b>Record-Scroll Up</b>   | <b>Ctrl + P</b>    | Scrolls up through a list of records.                         |
| <b>Next Field</b>         | <b>Tab</b>         | Moves the cursor to the next enterable field in the form.     |
| <b>Previous Field</b>     | <b>Shift + Tab</b> | Moves the cursor to the previous enterable field in the form. |
| <b>Clear Field</b>        | <b>Ctrl + U</b>    | Clears the data in a field                                    |

## Appendix C: Tips and Tricks

This appendix contains tips and tricks for using **Banner**.

**Note:** If you have a tip or trick to add, please submit it to OIT, extension 4560.

### Entering Information:

| <i>Topic</i>                                     | <i>Tip / Trick</i>  |
|--|---|
| <b>System Date</b>                               | In most date fields, entering a single non-numeric character will display the current date. Remember, <b>D</b> for Date or <b>T</b> for Today. Forget what day it is? Enter "?" (question mark) in a date field and Banner will display it. |
| <b>Dates within the Current Month</b>            | Enter 2 digits in a date field and Banner will assume the current month and year. Entering 05 in September 2006 will display 05-Sep-2006.   |
| <b>Dates within the Current Year</b>             | Enter 4 digits in a date field and Banner will assume the current year. Entering 0509 in 2006 will display 05-Sep-2006.   |
| <b>Populating Records on Forms</b>               | After entering the SSN, click in the first enterable field and the record will be populated. <b>Note:</b> This works on about 80% of forms. Remember to proceed out of a Key Block by using the Next Block function.                        |
| <b>Displaying a Field's LOV (List of Values)</b> | Double clicking in a field that has a LOV will display the valid values for the field.  |
| <b>Auto Hint and Status Line</b>                 | Pay attention to messages in these two areas. Help messages and other information are continually displayed here.   |
| <b>UTM Term Code</b>                             | A six-digit code assigned to each term. 1 <sup>st</sup> four digits = Year, 2 <sup>nd</sup> two digits = Term.<br>20 = Spring, 30 = Summer, 40 = Fall, 50 = Full Year<br>Example: 200640 = Fall Term of 2006                                |

### Navigation

| <i>Topic</i>                        | <i>Tip / Trick</i>  |
|-------------------------------------|---|
| <b>Open Multiple Forms</b>          | From the <b>Menu Bar</b> , select <b>File &gt; Direct Access</b> . Enter the form name, and click <b>Start</b> . The new form will open but the previous form will remain running in the background. <b>Note:</b> Only one form may be displayed at a time. |
| <b>Shortcuts in the Go To field</b> | Enter <b>Site</b> to navigate to the Site Map.  |
|                                     | Enter <b>Tree</b> to navigate from the Site Map to the Product Tree.  |
|                                     | Enter <b>Refresh</b> to refresh Personal Menu after changes, return to General Menu, or refresh the Site Map.   |
|                                     | Press the <b>Up</b> or <b>Down</b> arrow keys to navigate to any of the last 10 forms accessed.   |
|                                     | Enter the <b>Menu</b> name to expand that menu.   |

## Creating a Travel Encumbrance in Banner

|                   |  |
|-------------------|--|
|                   | Enter <b>Exit</b> to end your Banner session.                        |
| <b>Rollback</b>   | Use <b>Rollback</b> to clear the record and return to the Key Block. |
| <b>Calendar</b>   | Double clicking in a date field will open the Calendar.              |
| <b>Calculator</b> | Double clicking in a number field will open the Calculator.          |

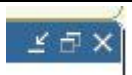
## Queries

|                             |  |
|-----------------------------|--|
| <b>Enter Query</b>          | Always click the Enter Query button before entering and executing a query. This ensures the form is in query mode.   |
| <b>Re-executing a Query</b> | If no record has been selected after a query, perform two Enter Query functions in a row. The first will clear the records; the second will retrieve the last set of criteria. |
| <b>Wildcards</b>            | Use the _ (underscore) character to represent a single character and the % (percent) symbol to represent any number of continuous characters.                                  |

## Logging Out

|   |   |
|---|---|
| <b>Enter <i>Exit</i> to quit Banner</b> | Enter <b>Exit</b> in the <b>Go To</b> field to quit Banner and end the session. |
|---|---|

## Miscellaneous

|                |   |
|----------------|---|
| <b>Display</b> | <ul style="list-style-type: none"> <li>Maximize your Banner Title bar window.  Upper left corner should look like this.</li> <li>The computer monitor's minimum display setting should be 600 x 800 and set to small fonts.</li> </ul> |
|----------------|---|

